MY27 Cookie Season Troop Checklist

Throughout the Cookie season, it's important that everyone keep an eye on their email inboxes as GSCB's main communications are made through emails! Includes: program updates, pop-up promotions, and super helpful on-time reminders for each role via email.

NOVEMBER (mid/end-month) 2026

☐ Complete any gsLearn Training to 100% for your role(s) once role agreement is completed.

DECEMBER 2026

☐ To receive from SU Cookie Champion before January:

- Paper Order Cards (1 per girl with MY27 membership & Product Program agreement)
- Money Envelopes (1 per girl)
- Receipt Books (at least 1 per troop)

☐ Remind Caregivers to complete the GSCB Product Program Agreement (only needed once a year, covers both Fall Product and Cookie Programs) – Talk to your Troop Co-Leader(s) about who has a completed form or does not. Girls may not participate without it!

☐ Once all girls are registered and have a completed Product Program Agreement on file: Schedule and hold a family cookie education meeting and distribute girl materials (listed above) once trained.

This is a good time to have the girls set their personal and troop goals and choose the rewards they want to earn. GSUSA Cookie Meeting Guides are available: Family Connection Guide DBJ CSA

Be sure to speak with them about GSCB & GSUSA Cookie Booth Rules & Regulations before the booth season begins! It's SUPER important that all caregivers/volunteers/girls are following them! Think ahead: Host a second meeting for caregivers about Cookie Booths in January to practice!

December 14:

☐ After completing agreement and training, sign into eBudde to prepare for season – this must be done BEFORE you can access the troop Digital Cookie account.

- Complete account setup for the current year.
- Check Settings tab for banking info accuracy, troop goal, opt out (for juniors to ambassadors) and grade level.
- Check for all registered girls on the Girls tab and add their T-shirt and Sock sizes from the Product Program agreements.

☐ Once your eBudde account is updated, check for the email invite to access Troop Digital Cookie account (may take up to 24 hours after you've completed your eBudde login steps).

Sign into Digital Cookie Website and set up your Troop Link account asap. It won't go live until January 6th for direct-ship orders only. (Reminder: Digital Cookie App isn't active until January 30, when cookies are in-hand.)

Remind caregivers their Digital Cookie access emails will begin being sent (if they've completed their requirements - see above) on or around December 16.

Be sure to keep an eye on all email inboxes – including Junk/Clutter/Spam etc. for the email from "Girl Scout Cookies" to access Digital Cookie.

Contact GSCB if you have any issues accessing the sites directly – MemberCare@cbgsc.org.

JANUARY 2027

January 2:

☐ Girls begin taking orders on order cards and through Digital Cookie.

☐ Check with trusted troop caregivers/volunteers who you need to add as Troop Pickup Only Users for cupboard pickups and submit the request form. *

*It can take up to 2 business days to add new users to the platform so don't wait until booths start to request additional pickup users and DO NOT add TCCs to this role, they can already do this function.

January 13:

☐ Girl Scout (youth) Troop to Troop Transfer Deadline before IO period. Contact GSCB for assistance.

January 19 at 8 AM:

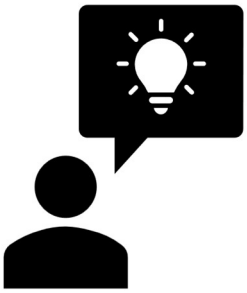
☐ Digital Cookie Order Transfers Paused to eBudde for Initial Order Period (Does NOT affect girl order-taking in DC. Order are paused in transferring to eBudde until the IO ends at the council level and then resume being transferred to eBudde). This is so your troop can finalize the IO order and Rewards.

BEFORE January 19 at 11:59 PM:

☐ Enter girl's initial cookie orders into eBudde. (DO NOT DUPLICATE ANY DIGITAL COOKIE ORDERS DURING THE IO PERIOD – Make sure to inform your caregivers about this ahead of time!)

☐ Move any Troop Direct-shipped cookie orders to girls in the Girls tab (do NOT duplicate these orders, but for the orders to apply to the girl's rewards, they must be assigned to a girl) – use the "+Distribute" button function in the Troop Site girl account to give your girls any credit needed for the IO submission.

☐ Enter any Booth Cookie orders for the first booth weekend (or beyond). Remember, eBudde rounds the IO order up to the nearest full case of 12 packages, so keep an eye on the "Extras" row.



Remember, your troop is financially responsible for ALL cookies ordered, so be sure keep an eye on your "Sales Report Tab" to understand how much you may owe at the time of the ACH debit in February to make sure you're collecting enough funds to pay for your cookies ordered at any given time.

GSCB DOES NOT recommend using the previous cookie seasons as a way to order cookies for the current year – the consumer market and customer actions change drastically every year so we ask that your troop be reserved when ordering cookies at any time and aware that you are always financially responsible for all cookies and that they CANNOT be returned at any time.

☐ Review the Troop Initial Order Rewards in the Rewards tab, update any of the girl's selected rewards, if necessary.

☐ Encourage order-taking through the end of the program season. Troop Cookie Champion can place pending orders for additional cookie inventory at cupboards throughout the season and exchange inventory with other troops too.

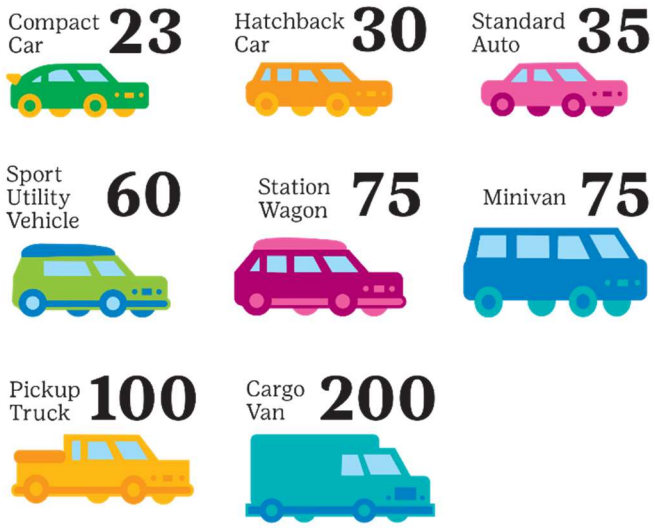
January 21 – 29:

☐ Once SU Initial Order is submitted (after 1/20/26 @ 11:59 pm), log into eBudde to select your pickup date/time for the Troop Initial Order and print your confirmation (or email confirmation) if your SU Cookie Champion has entered dates for you to choose pickup times in the "Delivery" tab.

☐ Make arrangements with other trusted troop volunteers/caregivers as additional IO vehicle drivers, if needed to help with picking up the troop's initial cookie order.

Check out this helpful graphic to learn more about the number of cookie cases we historically have been able to fit in EMPTY vehicles of different sizes. *

*This can differ slightly depending on the make/model of the vehicle you're filling, and if you're only using a part of the car such as just the trunk/boot etc.



January 29, 8:00 PM: Cookie Booth Scheduler opens in eBudde (to sign up for additional cookie booths and council-sponsored slots).

GSCB will be send an email from GSCB and/or eBudde notating specifications about the initial council-sponsored booth selections including locations and restrictions.

*GSCB reserves the right to remove any additional booth slots selected by troops during this restriction period. The initial selection period for council-sponsored booths ends February 3, 2027, at 8 AM.

January 30 – Feb. 5:

☐ Go to the SU Cookie Delivery location to pick up the troop's Initial Cookie Order on time during the scheduled pickup time for your troop. Make sure to count and recount before signing. Bring your confirmation with you to pick up so you know exactly what you should receive.

- This can be found on the Initial Order tab or Delivery tab in eBudde.

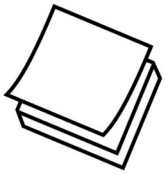
☐ Count cookies by each girl's IO and distribute girl's IO in-person delivery packages to caregivers during a scheduled date/time, and within one week of receiving the troop IO.

☐ Caregivers should count their orders and sign for their cookies. You may need to have a receipt book or other receipt ready to go for this process!

- It's important that you ask your caregivers to sign for ALL cookie orders to cover yourself and the troop financially later.
- Use the Reports tab and print blank Pickup Sheet or "Bubble Form" for each girl – you will likely need 2 copies for each girl – one for you and one for the girl's caregiver to keep. (This is the second report in the "Initial Cookie Order Reports" section for TCCs.

☐ Girls must deliver IO Orders and any additional cookie orders within 2 weeks of receiving the cookies throughout the rest of the season – this is agreed upon in the caregiver agreement.

- GSCB reserves the right to cancel and refund digital cookie orders – which will be deducted from the girl's orders in eBudde if caregivers are unresponsive to any communications about order delivery to customers.



Remember, if a caregiver owes funds for cookies: you will need to keep in touch with them often, so the troop isn't held accountable for their balance. Keep track of all additional cookies distributed after the IO to caregivers in eBudde, use a receipt book throughout the season, especially if they are not using Digital Cookie for payments on a regular basis.

January 30:

☐ Digital Cookie App Goes Live for In-hand Payments and order taking (All caregiver/volunteer users must setup their Digital Cookie account in the Website version before they can access/use the app!)

- You may need to update the Digital Cookie app you have on your mobile device – it's a good idea to do this before the 30th – for best results, we suggest deleting the version on your phone and searching for "Digital Cookie Mobile App" in the Apple App Store or Google Play store.
- Save your login information to your phone so you can easily (and quickly) access the app!

FEBRUARY 2027 – Direct Sale Period

Make sure the troop has a receipt book/process in place each time cookies and/or money exchange hands during the direct sale period and keep notes so you can make sure each girl's account is recorded properly in eBudde.

February 5:

☐ Booth Sales/Direct Sales Begin

February 8:

☐ Troop Rewards Opt-Out Deadline (for eligible Junior and older troops only)

- GSCB will NOT credit any troops who forget to opt out by the deadline during any ACH period.

February 12:

☐ Initial Order ACH Balance Due Email Sent

- 50% of the Troop's Initial Order Balance Due on February 12 at 8 am MINUS any Troop Payments, Troop Proceeds and Troop Digital Cookie Payments received at this time. (Troop Balance Due Widget does NOT reflect this number!)
- GSCB sends ONE email to the first Troop Cookie Champion listed in eBudde – it should be forwarded by that volunteer to the other troop volunteers needed, such as other Co-leaders, Co-Cookie Champions and/or Troop Finance/Treasurer volunteers.

February 15:

☐ Deadline for ACH Extension Requests (late forms are not accepted)

February 19:

☐ Initial Order ACH Occurs

February 19-21:

☐ National Girl Scout Cookie Weekend!

MARCH - After the Program

March 7:

☐ Booth/Direct Sales and Digital Cookie End

March 16, 11:59 PM:

☐ Troop Final Cookie Allocation and Final Rewards Entry End

March 17 11:59 PM:

☐ SU Final Cookie Allocation and Final Rewards Entry End (if troop missed their deadline)

March 18:

☐ Final ACH Balance Email Sent: Total Balance Due to Council

- GSCB sends ONE email to the first Troop Cookie Champion listed in eBudde – it should be forwarded by that volunteer to the other troop volunteers needed, such as other Co-leaders, Co-Cookie Champions and/or Troop Finance/Treasurer volunteers.
- A negative number on your Balance Due widget/Sales Report indicates a credit is due to the troop.

March 22:

☐ ACH Extension Deadline (late forms are not accepted)

- Remember, a valid explanation must be provided for any extension requests. GSCB reserves the right to deny extensions if ample evidence is not provided in the extension request.

☐ Caregiver Debt Submission Deadline

- Remember the troop must provide ample evidence that they contacted the caregiver, including any screenshots of texts/phone calls etc. that were made – must be at least three recorded.
- Once this form is submitted, the debt is owned by GSCB and should the troop collect funds from the caregiver, they MUST inform GSCB.

March 25:

☐ Final ACH Occurs

- Additional ACH's may occur if additional balances are due/are not successful. GSCB reaches out to Troop Leadership at least one week prior to all planned ACH's.
- The Troop should keep an eye on their Sales Report/Balance Due at least one week after each ACH to make sure their balance is fulfilled.

APRIL/MAY – After the Program

☐ Cookie Rewards begin shipment to SU Cookie Champion. SUCC should distribute within 2 weeks.

- TCC should inform the SUCC if there are any shorted/damaged rewards by the deadline (June 31) so they can make sure to order any missing items with GSCB.
- TCC should distribute girl rewards within 2 weeks of receiving them.
- Late submission of rewards damages/shortages may result in unavailable rewards items.

☐ Annual GSCB USO Cookie Donation – details will be sent via email to signup for this photo opp. Date TBD